TEAM ADMINISTRATOR,
INEQUALITY, ECONOMIC AND CLIMATE JUSTICE TEAM

JOB DETAILS	
LOCATION: Global South preferred *(Any location where Oxfam has an office and is able to establish a contract of employment)*	**CONTRACT TYPE:** Fixed Term; until 31st July 2029
INTERNAL JOB GRADE: D2	**DEPARTMENT and TEAM:** Influencing and Engagement Hub - Inequality, Economic and Climate Justice Advocacy & Campaigns Team
SALARY: In line with Oxfam values & according to location.	**HOURS (FTE) hours/week:** Full-time

FLEXIBLE WORKING

We believe flexible working is key to building the Secretariat of the future, so we're open to talking through the type of flexible arrangements which might work for you.

COMMITMENT TO DIVERSITY AND INCLUSION

We are committed to ensuring diversity and gender equality within our organization.

DEPARTMENT PURPOSE:

Achieving systemic change and impact using Oxfam's presence at every level from local, to regional, to global, aligned with the vision of the global strategic framework: influencing and engaging audiences around the world – through action and by generating financial support - to fight inequality to end poverty and injustice.

TEAM PURPOSE:

• Ensuring that Oxfam's influencing around the world including campaigns, advocacy, policy, research is high impact and achieves systemic change with a focus on inequality, economic and climate justice.
• Leading, convening & managing Oxfam's influencing work across the world. Consulting, co-creating and setting vision and direction of travel for Oxfam's worldwide influencing work, including aligned global programs.
• Embedding an integrated people-powered approach in all Oxfam's influencing work.
• Enabling a strategic approach to working with allies and partners for influencing, ensuring co-creation, organisational humility, and support for partnerships and allyships.

JOB PURPOSE: To provide high-quality administrative and operational support to the Inequality, Economic and Climate Justice Advocacy & Campaigns Team. The role will support the effective delivery of procurement, contracting, grants, financial administration and information management processes, contributing to efficient team operations and compliance with organisational requirements.

ROLE REPORTS TO	Operations Manager
ROLES REPORTING TO THIS POST	N/A
BUDGET RESPONSIBILITY	N/A

KEY RESPONSIBILITIES (Technical, Leadership, People and Resource management)

- Coordinate procurement processes for team activities, ensuring compliance with organisational policies, procedures and systems, and providing guidance to colleagues as required.

- Process invoices, payments and other financial administration activities accurately and in a timely manner, liaising with relevant colleagues to resolve issues where required.
- Draft, process and maintain contracts, agreements and related documentation, monitoring progress and supporting the tracking of deliverables.
- Provide administrative support for grants and project-related activities, including maintaining relevant documentation, tracking systems and supporting reporting processes as needed.
- Support in preparing financial reports for grants and projects and liaise directly with the Finance Team to verify ledger entries and cost centres.
- Maintain and develop administrative systems, shared repositories, documentation and operational trackers, ensuring information is accurate, accessible, up to date and supports planning, reporting and compliance requirements.
- Identify and implement improvements to administrative processes, systems and ways of working, contributing to greater efficiency and effectiveness across the team.
- Coordinate routine team administration activities, including document preparation, internal communications, information requests and meeting administration.
- Undertake other duties as reasonably required to support the team such as managing internal / external e-lists.

PERSON SPECIFICATION

Most importantly, every individual at Oxfam International Secretariat needs to be able to:

- **Live our values of INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY (read more about these here)**
- **Ensure you commit to our ORGANIZATIONAL ATTRIBUTES (including adhering to the Code of Conduct):**

1. Be committed to our feminist principles, and to applying them in your day-to-day behaviour and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."	**2. Be committed to undertaking Oxfam's safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.**

EXPERIENCE, KNOWLEDGE & COMPETENCIES

ESSENTIAL

- **Self-Awareness**
- **Highly organized**
- **Enabling**
- **Relationship building**

In addition:

- Proactive approach to continuous improvement, with the ability to identify opportunities to simplify processes and improve team effectiveness.

- Works effectively as part of a team, supporting others to do their job, whilst also having the confidence to work independently.
- Strong understanding of various administrative and finance functions; and demonstrable experience in managing them.
- Strong project and financial management skills.
- Excellent IT skills and demonstrable experience / working knowledge of ERP software, online meeting platforms, Microsoft office package, emails, intranet and cloud storage.
- Excellent communication and interpersonal skills; and fluent in spoken and written English.

Desirable

- Experience of coordinating with large number of stakeholders, particularly in remote locations / multiple time-zones
- Experience using initiative and digital tools to streamline administrative processes, improve information management and enhance team efficiency.

SAFER RECRUITMENT: Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.